

HAZARDOUS MATERIALS BUSINESS PLAN

II. EMERGENCY RESPONSE PLAN

The Emergency Plan must include:

1. Procedures for mitigating a hazardous materials release.
2. Procedures and equipment for minimizing the potential damage of a hazardous materials release.
3. Provisions for immediate notification of the HMD, the Office of Emergency Services (OES), and other emergency response personnel as required (e.g. local fire department or paramedics).
4. Evacuation plans and procedures for notification of personnel at the business site.

Instructions for completing the Emergency Response Plan on page 26.

(Please refer to Sample Emergency Response Plan)

At the top of the Emergency Response Plan enter the date. Spaces are provided for your Unified Program Facility Permit (UPFP) number and Standard Industrial Code (SIC). Enter these numbers if known and applicable.

1. Enter business name.
2. Enter business site address.
3. Enter business telephone, including area code. Include a 24-hour number, if applicable.
4. Enter a brief description of product manufactured and/or business operations. For example: electroplating, storage, automotive repair, hospital, medical device manufacturing, etc.
5. Outline procedures for immediate evacuation of the facility. Include the following:
 - a. Type of alarm signals (bells, horns, sirens, shouting, etc.) used to start an evacuation and indicate what alarms are used to give the all-clear signal.
 - b. If your facility is large or has several buildings, describe any different alarms used for specific parts of the facility.
 - c. Evacuation routes, emergency exits, and staging areas. Include alternate routes, exits, and staging areas. Clearly note them on your site map.
 - d. Indicate if periodic evacuation drills are practiced to help employees become better prepared for emergencies.
6. Enter the name of the person(s) responsible for completing emergency notifications.
7. Describe procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. Include equipment and resources for use in emergency situations such as communications and containment equipment, automatic monitoring or fire control devices, onsite spill response teams or prearranged contracts with a spill response company. If procedures are different for spills/emergencies of different magnitude, outline the procedures to be followed in each situation, including the criteria for using a particular procedure. Indicate the personnel who will assist emergency response agencies onsite and any information that would assist them when they arrive.

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II. EMERGENCY RESPONSE PLAN

SAMPLE

Date: MONTH-DAY-YEAR

UPFP#: 123456

1. Business Name: JOE'S AUTOMOTIVE REPAIR
2. Business Site Address: 1000 FIRST AVENUE, ANY CITY, CA 92000
3. Business Telephone: (619) 555-1212 24-Hour: (619) 555-1255
4. Brief description of product manufactured and/or service provided: AUTO REPAIR
5. Evacuation Procedures: Notify employees to evacuate by shouting or fire alarm. Employees will exit through nearest exterior door and meet at staging area located across Fern street in front of grocery store. Emergency Coordinators will be available at staging area to assist Emergency Responders.
6. Notification Procedures: In the event of a release or threatened release of a hazardous material the following agencies are to be notified.

	<u>Phone #</u>
A. Local Emergency Response Agencies	911
B. Hazardous Materials Division (HMD) HMD's Toll-Free Number	(619) 338-2222 (after hours follow recorded instructions) (800) 253-9933
C. State Office of Emergency Services (OES) (OES-California State Warning Center)	(916) 845-8911; (800) 852-7550

Name of person(s) responsible for completing notifications JOE JONES/JOHN SMITH

Describe notification procedures:

- Notify agencies and call Clean-Up contractor as needed.

Contractor's Name/Phone: Select a Clean-Up contractor and indicate Name & Phone No.

Emergency Procedures: Main Concerns: Fire Or Chemical Spill.

FIRE

- Evacuate site if necessary.
- Employees will notify local fire department.
- If safe, employees will shut off power and attempt to control fire using fire extinguishers.

SMALL SPILL

- Chemicals will be picked up with absorbent materials by employees using proper protective clothing and safety equipment.
- Waste will be placed in a labeled waste drum.

LARGE SPILL

- Evacuate site if necessary. Employers will notify fire department.
- If safe, trained employees using proper safety equipment will attempt to prevent spill from entering storm drain or running off-site. Contact Clean-Up contractor to remove spill as necessary.